

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #12-103**

**OPENING DATE:** 24 Oct 12    **CLOSING DATE:** 7 Nov 12    **AGENCY:** 0703    **PIN:** 012

**POSITION:** CLUB MANAGER, ASSISTANT

**STARTING SALARY:** \$26,000.00

**LOCATION OF POSITION:** Camp Shelby Joint Forces Training Center, Camp Shelby, MS 39407-5500

**TELEPHONE INQUIRIES:** Mr. Darryl Womack (601) 313-6146 DSN: 293-6146

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.  
**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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***SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.***

**MINIMUM QUALIFICATIONS:**

1. High school diploma or GED.
2. Must have four (4) years experience in Food and Beverage Service.
3. Must be aware of and comply with all applicable Alcohol Beverage Control Regulations, Title 35, MS administrative code.
4. Possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
5. Must be able to pass periodic background checks.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Serves as Assistant Manager for the All Ranks Club facilities.
2. Manages and supervises all employees involved in the operation of the kitchen and food/beverage operation based upon guidance from Club Manager and during the absence of the club manager.
3. Ensures that all employees are fully trained in their respective area of responsibility.
4. Assists Club Manager by managing and controlling inventory by assessing the needs of the club and recommending the appropriate type and quality of food and supplies, receiving and verifying orders and ensuring items are stored in accordance with appropriate food handling regulations.
5. Assists Club Manager with the Camp Shelby Club Fund Council approved petty/operating cash amount and ensures proper daily accountability and reporting of the safe inventory.
6. Assists in the sale of club membership cards in accordance with the Club Operating Procedure.
7. Supervises and assists with the cleaning and appearance of the club, to include but not limited to the cleaning and sanitization of the soup and salad bar, cash register area, kitchen equipment, bar equipment, floors, walls, windows, bathrooms, dining rooms, bar area, and various storage areas.
8. Complies with Club Operating Procedure. Ensures all employees comply with club policy.
9. Performs other job related duties as assigned.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**